

**Position Announcement**  
Tennessee Department of Human Services  
Division of Family Assistance and Child Support  
Temporary Assistance for Needy Families (TANF) Program Director

The Mission of the Department of Human Services is to offer temporary economic assistance, work opportunities, and protective services to improve the lives of Tennesseans. Family Assistance serves over 2 Million Tennessean's annually through SNAP and TANF. Families First, the state's TANF program, is a workforce development and employment program. It provides temporary cash assistance and/or a variety of other support services available to help customers make the transition to self-sufficiency. The Department is currently seeking qualified candidates for the Director of our Families First program. Under the leadership of the Director of Operations, the TANF Director will be responsible for all administrative, policy, and operational oversight as it relates to the TANF program. The Director will provide strategic leadership to all matters regarding the TANF program, within the State office as well as within each county office.

Ideal candidates must possess strength in strategic thinking and agility, program design/administration, process design/implementation, as well as public presentations and communications. Candidates should also be aligned with the Department's Core Values and support the overall Mission and Vision as communicated by the Administration.

**Primary Responsibilities:**

- Provide leadership for the TANF/Families First program which serves approximately 30,000 plus families at any given time.
- Work in collaboration with the Child Care Services Director to ensure a seamless process for Families First customers in receipt of Child Care Certificate as a support service.
- Responsible for oversight in providing policy development and training materials for Family Assistance field staff; ensure the materials for new workers or induction training are correct and current with state statutes, rules and policies.
- Ensure the Families First program staff work with IT staff and other support divisions to retrieve all necessary data to report on implementation, program outcomes, federal reporting, etc.
- Effectively communicate (written and verbal) with but not limited to: State Office Leadership, State Legislature, Media, and Federal Partners.
- Ensure timely response to all Families First related questions/issues.
- Work closely with Director of Operations to ensure Program stability and alignment with Department's Mission and Core Values.

All interested candidates may submit resumes to [Sonia.West-Rowson@tn.gov](mailto:Sonia.West-Rowson@tn.gov) for consideration and must be received by June 6, 2016.